



Randy Evans, Mayor
David Swackhammer, Service Director

145 Broadway St. Jackson, Ohio 45640
(740) 286-2201 cityadministration@jacksonohio.us

JOB ANALYSIS – UTILITY OFFICE PART-TIME - SEASONAL EMPLOYMENT

\$14.00 - \$18.00 / hour

Maximum 29 hours per week

Maximum 19 weeks per calendar year

General Purpose

The general purpose of this position is to act as a cashier for the Utility Office, change and set water meters and electric meters, read and record electric and water meter readings.

Essential Functions

1. Carries out office duties; receiving payments, answering phones, responding to customers, files correspondences and work orders.

The above list is not exhaustive and may be supplemented as required by changes in the position requirement.

Knowledge, Skills, and Abilities

The following list suggests those skills and abilities which are typically useful in carrying out the essential functions. The employer willingly accepts other skills and abilities which may also accomplish the essential functions.

1. Knowledge in bookkeeping.
2. Knowledge in public relations and complaint resolution.
3. Knowledge in Utility Office policies and procedures
4. Ability to successfully receive on-line credit/debit card payments
5. Skill in the use of computers, calculator, filing and typing.
6. Able to perform calculations and identify unusual usage.
7. Ability to read maps and GIS.
8. Ability to understand and use meter reading equipment.
9. Knowledge of variety of water meters and electric meters.
10. Knowledge of proper hook up procedures for water and electric meters.
11. Skill to operate water pumps for removal of water from water boxes and pits.
12. Ability to read and install water meters and electric meters



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13. Ability to disconnect water service and electric service for customer's delinquent in payment of utility bills.

Equipment, Aids, Tools and Materials

The position holder is expected to operate/use the following:

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|--------------------------------|------------------|----------|
| 1. Computer | 2. Printer | |
| 3. Hand held Reading Equipment | 4. Cash Register | |
| 5. Fax Machine | 6. Telephone | 7. Radio |

License

Must have a valid Ohio Drivers Licenses and be at least 18 years of age.

Qualifications, Training, Experience and Education

EDUCATION: The position holder must have a high school education as a new employee performing this work.

EXPERIENCE: A qualified person should be able to perform most of the tasks of the job in 8-12 weeks.

TRAINING: On the job experience provides most of the training.

Working Conditions

Must be able to work professionally in an office environment.

Must be able to work in a variety of temperatures and weather conditions.

Must be able to Lift and carry

Supervision Received

Karen Young, Utility Superintendent is the supervisor of the Utility Office.